

<p align="center"><b>Appendix F: Part A2</b>  <b>Plan for CalWORKS Funding:</b>  <b>Curriculum Development and Redesign</b></p>
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In the space below, outline the major objectives and activities for the use of these funds for curriculum development and redesign.  
 Attach additional sheets as necessary.

Objective	Activity	Timeline	Cost
To develop a viable General Office Technology Training program that will prepare participants for entry into the job market.	- Curriculum development (which is supported by all activities that follow) - integration of reading, writing and computation skills for General Office Technology students	Present to February 1, 1998	Curriculum re-design and coordination 12 hrs per wk X 10 wks X \$34 per hr \$4,080.00
	Integration of Reading, Writing, and Computations		20 hours @ \$40.00 per hour \$800.00
	Integration of Job Readiness Skills		10 hours @ \$44 per hour \$440.00
	- Community contacts		
	- Coordination with local agencies		
	- Communication with other educational institutions involved in CalWORKS		Departmental planning sessions: Business - 5 faculty X 4 hours X \$162 per hour \$648.00
	- Meetings with Contra Costa County Social Services officials		Computer Science - 5 faculty X 4 hours X \$157 per hour \$628.00
	- Coordination with the Employment Development Department		Miscellaneous materials and postage for various mailings \$500.00
	- Interview potential participants for needs assessment		
	- Assemble reports and conduct meetings with Business Department and Computer Science Department faculty and staff		Staff Development \$2,000.00
	- Searches for and reviews of videos, software, and other supplementary materials and supplies		Training resource materials(videos, books, software, manuals, etc.), Equipment and Supplies \$2,500.00
	- Coordination of facilities and equipment		
	- Departmental CalWORKS planning retreat		Phone and copy charges \$250.00
	Clerical Support - Student Assistant		35 hours @ \$5.85 per hour \$440.00
			<b>Costs Total</b> <u>\$12,286.00</u>

**A1: Curriculum Development & Redesign (continued)**

**11. How is the program going to link with job development/job placement to 1) find jobs when the students have completed their program and 2) track students into employment?**

Existing relationships between LMC Business Department and Computer Science Department faculty members and local employers will be used to develop jobs and/or other work experiences for the program's participants.

## **A1: Curriculum Development & Redesign (continued)**

### **6. Provide evidence of collaboration with local partners including the county welfare department.**

Collaborative relationships will be explored, developed, or refined with the following agencies and organizations:

- Contra Costa County Social Services Department
- Employment Development Department
- LMC Business Department Advisory Committee
- LMC Computer Science Department Advisory Committee
- Local temporary employment agencies
- Contra Costa County Regional Occupational Program
- Local area high schools
- Local area adult education programs
- Private Industry Council
- Local development agencies

### **7. Describe how the program will articulate with more advanced educational programs.**

The courses completed in the program will apply towards various certificates of completion and certificates of achievement. Completion of general education requirements can lead to the A.S. degree in Business or Computer Science. Attainment of the A.S. degree can lead to B.S. degree programs in colleges and universities.

Industry approved certification (Microsoft, etc.) will be explored and developed as appropriate.

Employer training programs can provide career opportunities for participants placed in jobs.

### **8. Are telecommunications going to be used in the delivery of instruction? If so, how?**

The Internet will be used as part of the instructional delivery system.

### **9. How are job preparation skills and career education going to be integrated into the curriculum?**

- "SCANS" competencies will be fully integrated into the curriculum.
- Job readiness and job preparation classes will be part of the program.
- Attendance at, and reports on, local job fairs will be a part of the program.

### **10. Is the program going to include internships or work experience activities? If so, describe.**

- Paid and unpaid internships with local businesses and other appropriate local organizations will be developed.
- Work experience credit and arrangements will be developed.
- Orientation to the work environment through tours of local employers will be part of the program.
- Job shadowing arrangements will be developed.

## Appendix F, Part 2: Plan for CalWORKs Program

Please complete the narrative and the budget chart for each of the program areas:

### A1: Curriculum Development and Redesign

Describe the curriculum that you plan on developing and redesigning with the CalWORKs funding. Please answer the following questions for each program you are going to develop or redesign. Attach additional sheets as needed. Also, complete the attached chart (A2) that describes how you are going to utilize the funding to achieve these objectives. If you are not using 8% of your allocation for this purpose, you must still describe the curricula/programs that colleges have developed or redesigned utilizing other funding sources:

<b>1. Name of curriculum or program that is going to be developed or redesigned.</b> General Office Technology Training										
<b>2. Offered in the credit or non-credit mode?</b> Credit										
<b>3. Prepares recipients for what jobs at what pay level?</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Receptionists</td> <td></td> </tr> <tr> <td>Information Clerks</td> <td style="text-align: right;">\$6.00 - \$10.00</td> </tr> <tr> <td>Secretaries</td> <td style="text-align: right;">per hour</td> </tr> <tr> <td>General Office Clerks</td> <td></td> </tr> <tr> <td>Typists/Word Processors</td> <td></td> </tr> </table>	Receptionists		Information Clerks	\$6.00 - \$10.00	Secretaries	per hour	General Office Clerks		Typists/Word Processors	
Receptionists										
Information Clerks	\$6.00 - \$10.00									
Secretaries	per hour									
General Office Clerks										
Typists/Word Processors										
<b>4. Are the programs open entry/open exit, yes or no?</b> The program will be offered in modules of 6 weeks in length.										
<b>5. Provide evidence that the program will prepare students for a job that is in demand in the labor market or is in an emerging population.</b> <p>The Employment Development Department's report indicates that approximately 2,000 new jobs, for the occupations listed in number 3 above, will be created in Contra Costa County by the year 2001.</p> <p>Classified listings in the Contra Costa Times also indicate job growth and availability for these occupations.</p>										

Appendix F: Part A2  
Plan for CalWORKS Funding:  
Curriculum Development and Redesign

In the space below, outline the major objectives and activities for the use of these funds for curriculum development and redesign. Attach additional sheets as necessary.

Objective	Activity	Timeline	Cost	
Redesign Food Service Technology Programs for Calworks students	Food Service Curriculum re-development with integration of technical writing, reading, and computation for food services students	November 1 through January 1	20 hours @ \$24.76 per ho	\$496.00
			20 hours @ \$40 per hou	\$800.00
	Integration of Job Readiness skills		10 hours @ \$44 per hou	\$440.00
Objective	Activity	Timeline	Cost	
To address and establish entry level skills needed as perceived by industry management teams.  Create advisory board from namagement teams to assist and advise on the relavancy of course content.	Personally contact reps of the food service chains and establishments in surrounding communities to get them involved in creation of advisory committee.	November 1 through January 1	20 hours @\$24.76 hour	\$495.20
	Staff Development			\$500.00
	Equipment and Supplies			\$500.00
	Clerical support - Student Assistant		35 hours @ \$5.85 per h	\$205.00

**Cost Total** \$3,436.20

## **A1: Curriculum Development & Redesign (continued)**

**9. How are job preparation skills and career education going to be integrated into the curriculum?**

Job preparation skills and career education are integrated throughout the curriculum. Students are also assessed for basic skills related to the Food Technology program. "SCANS" competencies are also integrated into this curriculum.

**10. Is the program going to include internships or work experience activities? If so, describe.**

This program will require 20 hours of lab work per week, along with 120 hours of work experience catering activities/internships. There will be a full service lunch facility operated by students that will be open to the community. There will be baking classes and bakery products available to the general public. There will also be a catering class and catering facility open to the community. Students will intern at local restaurants for off-site experiences.

**11. How is the program going to link with job development/job placement to 1) find jobs when the students have completed their program and 2) track students into employment?**

A college representative will contact all restaurants in the community to establish a labor pool relationship. The program will incorporate requirements of their training manuals and performance needs in its curriculum, in an effort to have students better prepared for jobs in participating restaurants. A college representative will follow up for six weeks after placement to establish a success record of employment for each student.

## Appendix F, Part 2: Plan for CalWORKs Program

Please complete the narrative and the budget chart for each of the program areas:

### A1: Curriculum Development and Redesign

Describe the curriculum that you plan on developing and redesigning with the CalWORKs funding. Please answer the following questions for each program you are going to develop or redesign. Attach additional sheets as needed. Also, complete the attached chart (A2) that describes how you are going to utilize the funding to achieve these objectives. If you are not using 8% of your allocation for this purpose, you must still describe the curricula/programs that colleges have developed or redesigned utilizing other funding sources:

<p><b>1. Name of curriculum or program that is going to be developed or redesigned.</b> Introduction to Food Technology</p>
<p><b>2. Offered in the credit or non-credit mode?</b> Credit, based on 12 week program</p>
<p><b>3. Prepares recipients for what jobs at what pay level?</b> Entry level commercial food production and entry level sit down dining service positions paid at wages above minimum wage.</p>
<p><b>4. Are the programs open entry/open exit, yes or no?</b> Yes, the programs will have multiple entry/exit points.</p>
<p><b>5. Provide evidence that the program will prepare students for a job that is in demand in the labor market or is in an emerging population.</b> Most recent labor market study suggests that Food Technology is one of the projected growth industries. This industry has high employment potentials. Our Advisory Committee feels course meets this need.</p>
<p><b>6. Provide evidence of collaboration with local partners including the county welfare department.</b> This Food Technology class will be sponsored by the collaborative efforts of Pittsburg Adult Education, Los Medanos College, the Private Industry Council and County Social Services Department. We will also enter into discussion with the Boys and Girls Club in Pittsburg.</p>
<p><b>7. Describe how the program will articulate with more advanced educational programs.</b> Based on skills learned in this program students will be able to continue their educational program at other food programs in the area. In the past, DVC has offered such an articulation.</p>
<p><b>8. Are telecommunications going to be used in the delivery of instruction? If so, how?</b> Not at this time, but this may change for the future.</p>

Appendix F: A2 Plan for CalWORKS Funding: Curriculum Development and Redesign
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In the space below, outline the major objectives and activities for the use of these funds for curriculum development and redesign.  
Attach additional sheets as necessary.

Objective	Activity	Timeline	Cost	
Re-Design curriculum for Child Care Provider/ Child Development for Calworks students	Re-design of Child Care Provider Curriculum	Spring '98 with implementation for Fall '98	54 hours @\$30.44	\$1,644.00
			54 hours @\$42.88	\$2,316.00
			54 hours @ \$33.83	\$1,827.00
	Integration of technical reading, writing, and computations skills for Child Care Provider students		25 hours @ \$40 per hour	\$1,000.00
	Integration of Job Readiness skills		10 hours @ \$44 per hour	\$440
	Staff Development/Conference/Travel			\$3,000.00
	Departmental planning and Coordination for 10 Instructions and 7 staff			\$3,509.00
	Clerical/Support			\$500.00
	Phone and photocopying			\$500.00
	Supplies and Equipment			\$1,000.00
			<b>Cost Total</b>	<b>\$15,736.00</b>



## CHILD DEVELOPMENT PERMIT MATRIX

<b>TITLE</b>	<b>EDUCATION REQUIREMENT</b>	<b>EXPERIENCE REQUIREMENT</b>	<b>FIVE YEAR RENEWAL</b>	<b>ALTERNATIVE QUALIFICATIONS</b>	<b>AUTHORIZATION</b>
Assistant	6 units of Early Childhood Education (ECE) or Child Development (CD)	None	105 hours of professional growth	Accredited HERO program (incl. RQP)	Assist in the instruction of children under supervision of Assoc. Teacher or higher
Associate Teacher	12 units ECE/CD including core courses	50 days of 3+ hours per day within 2 years	Must meet teacher requirements within 10 years	Child Development Associate (CDA) Credential	May provide instruction and supervise assistant
Teacher	24 units ECE/CD including core courses +16 GE units	175 days of 3+ hours per day within 4 years	105 hours of professional growth	AA degree or higher in ECE/CD or related field w/supervised field exp. in ECE	May provide instruction and supervise all above
Master Teacher	24 units ECE/CD including core courses +16 GE units; +6 specialization units; +2 adult supervision units	350 days of 3+ hours per day within 4 years	105 hours of professional growth	BA degree or higher with 12 units of ECE/CD (Core courses); +3 units supervised field exp. in ECE setting	May provide instruction and supervise all above. May also serve as coordinator of curriculum and staff development
Site Supervisor	AA with 24 ECE/CD units (incl. core); +6 units administration; +2 units adult supervision	350 days of 3+ hours per day within 4 years	105 hours of professional growth	BA or higher with 12 units of ECE/CD (Core courses); +3 units supervised field exp. in ECE setting	May supervise single site program and provide instruction
Program Director	BA with 24 ECE/CD units (incl. core); +6 units administration; +2 units adult supervision	Site supervisor status and one program year of site supervisor experience	105 hours of professional growth	BA or higher with 12 units of ECE/CD (Core courses); +3 units supervised field exp. in ECE setting	May supervise multiple site program; provide instruction; and serve as coordinator of curriculum and staff development

## **A1: Curriculum Development & Redesign (continued)**

Some of Level II and III units transfer to the elementary school credential program at CSU.	
<b>8. Are telecommunications going to be used in the delivery of instruction? If so, how?</b>	Not at this time but may be used in the future.
<b>9. How are job preparation skills and career education going to be integrated into the curriculum?</b>	In addition to job preparation skills SCANS competencies, workforce preparation, transitions to work and job readiness will be integrated throughout this curriculum.
<b>10. Is the program going to include internships or work experience activities? If so, describe.</b>	Work experience activities will include work-study experience and possibly internships of some type in the future.
<b>11. How is the program going to link with job development/job placement to 1) find jobs when the students have completed their program and 2) track students into employment?</b>	Job development and placement will be based on the need for Child Care in the local area. LMC is working with Head Start, State funded pre-schools, Local Planning councils, and some private pre-school providers to provide a high quality of Child Care. The program we have at LMC will provide much-needed jobs in the area and students employment will be tracked through a tracking system that is being established.

Appendix F    Part A2  
Plan for CalWORKS Funding:  
Curriculum Development and Redesign

In the space below, outline the major objectives and activities for the use of these funds for curriculum development and redesign.  
Attach additional sheets as necessary.

Objective	Activity	Timeline	Cost
Re-design Appliance Repair program for Calworks students	Repackage curriculum for appliance repair (30 hours)	Nov - Jan 1998	30 hours @ \$44.06 per hou \$1,321.80
	Equipment and supplies		\$500.00
	Clerical support - Student Assistant		35 hours @ \$5.85 per hour \$205.00
	Integration of technical reading, writing and computation skills for appliance repair students (20 hours)		20 hours @ \$40 per hour \$800.00
	Integration of Job Readiness skills		10 hours @ \$44 per hour \$440
			<b>Cost Total</b> \$3,266.80

## Appendix F, Part 2: Plan for CalWORKs Program

Please complete the narrative and the budget chart for each of the program areas:

### A1: Curriculum Development and Redesign

Describe the curriculum that you plan on developing and redesigning with the CalWORKs funding. Please answer the following questions for each program you are going to develop or redesign. Attach additional sheets as needed. Also, complete the attached chart (A2) that describes how you are going to utilize the funding to achieve these objectives. If you are not using 8% of your allocation for this purpose, you must still describe the curricula/programs that colleges have developed or redesigned utilizing other funding sources:

<b>1. Name of curriculum or program that is going to be developed or redesigned.</b>	Child Care Provider/Child Development
<b>2. Offered in the credit or non-credit mode?</b>	Credit
<b>3. Prepares recipients for what jobs at what pay level?</b>	Prepares student for jobs such as Child Care Assistants and Pre-School teachers in a variety of settings. Pay ranges from \$7.00 - \$10.00/hour.
<b>4. Are the programs open entry/open exit, yes or no?</b>	Not at this time, but multiple entry points are possible for the next cycle beginning Summer 98.
<b>5. Provide evidence that the program will prepare students for a job that is in demand in the labor market or is in an emerging population.</b>	Labor Market Index rank is #31. The need for childcare providers is in high demand.
<b>6. Provide evidence of collaboration with local partners including the county welfare department.</b>	Our department will be meeting with the local ROP and Adult School to establish an articulation agreement for advanced classes for Child Care providers. We are also working with County Social Services and the Local Child Care planning agencies and councils.
<b>7. Describe how the program will articulate with more advanced educational programs.</b>	Currently local ROP and Adult School are teaching the first three units needed for child care workers. The LMC CalWORKs program will provide: <div style="margin-left: 20px;"> Level I     Child Care Assistant in Federal or State funded programs (ROP Program still being developed)  Level II     Teacher in a private preschool or associate teacher in a Federal or State funded program.  Level III    Teacher in a Federal or State funded preschool. LMC Child Development Certificate of Achievement. </div>

**A1: Curriculum Development & Redesign (continued)**

**8. Are telecommunications going to be used in the delivery of instruction? If so, how?**

The Voc Tech Technology Center is hooked up to the Internet where students get appliance service information, as well as employment information.

**9. How are job preparation skills and career education going to be integrated into the curriculum?**

Customer relations, report writing, problem solving and how to use technology are part of the program, in addition to the job preparation skill and career education.

**10. Is the program going to include internships or work experience activities? If so, describe.**

We have agreements with employers that allow students to work in the afternoons and Saturdays while enrolled in classes.

**11. How is the program going to link with job development/job placement to 1) find jobs when the students have completed their program and 2) track students into employment?**

We work closely with large Bay Area companies who are on our Advisory Committee. They provide jobs throughout the Bay Area and Valley. We have national connections with Circuit City, Wards, and Maytag.

## Appendix F, Part 2: Plan for CalWORKs Program

Please complete the narrative and the budget chart for each of the program areas:

### A1: Curriculum Development and Redesign

Describe the curriculum that you plan on developing and redesigning with the CalWORKs funding. Please answer the following questions for each program you are going to develop or redesign. Attach additional sheets as needed. Also, complete the attached chart (A2) that describes how you are going to utilize the funding to achieve these objectives. If you are not using 8% of your allocation for this purpose, you must still describe the curricula/programs that colleges have developed or redesigned utilizing other funding sources:

<b>1. Name of curriculum or program that is going to be developed or redesigned.</b>
Appliance Service Technology
<b>2. Offered in the credit or non-credit mode?</b>
Credit
<b>3. Prepares recipients for what jobs at what pay level?</b>
Parts Technicians (entry) - \$8.00 to \$12.00/hour Service Technician Trainee (Tech II) - \$10.00 to \$14.00/hour Service Technician (Full Service Tech) - \$15.00 to \$26.00/hour
<b>4. Are the programs open entry/open exit, yes or no?</b>
Yes, the programs will have multiple entry/exit points.
<b>5. Provide evidence that the program will prepare students for a job that is in demand in the labor market or is in an emerging population.</b>
Labor market nationally will have 52,000 openings over the next five years. There are 42 technical schools offering this training. Locally, every graduate from the program is in demand by the industry. In Labor Market Index, the need for maintenance repair-general utility ranks 15th in the greatest job growth in Contra Costa County (1994-2001).
<b>6. Provide evidence of collaboration with local partners including the county welfare department.</b>
Los Medanos College has been working with EDD and private insurance companies to retrain displaced or injured workers in less than one year. Sears, Maytag, Whirlpool, and Circuit City are involved with our program. We have trained and provided job placement for current AFDC recipients and GAIN students.
<b>7. Describe how the program will articulate with more advanced educational programs.</b>
This will be an accelerated program to bring the student to a Tech I level in less than 12 months. These students, once placed on the job, will be able to complete the Tech II certificate at night while working.

**Appendix F: Part 1**  
**Certification -- Revised 11/4/97**

**District:** Contra Costa Community College District  
**College:** Los Medanos College

**COLLEGE DISTRICT CERTIFICATION**

I certify that the information contained in the application is correct and that my college and the county social services department have jointly discussed and agreed upon the delivery of educational services for CalWORKs participants, including instruction and support services. As a condition of receiving these funds, the college agrees to complete and submit the appropriate forms and expenditure reports to the Chancellor's Office.

\_\_\_\_\_  
Signature, District Chancellor

\_\_\_\_\_  
Date

Raul Rodriguez 11/11/97  
\_\_\_\_\_  
Signature, President/Superintendent

\_\_\_\_\_  
Date

**Contact Person:**

Name: Dr. Raul Rodriguez

Title: President - Los Medanos College

Phone Number: 439-2181

**ACADEMIC SENATE CERTIFICATION**

I certify that local district and/or college planning and curriculum development processes were followed with regard to academic and professional matters requiring collegial consultation pursuant to Section 53200-204 of Title 5 of the California Code of Regulations.

Linda C. Gill 11/11/97  
\_\_\_\_\_  
Signature, Academic Senate President

\_\_\_\_\_  
Date

**COUNTY WELFARE DEPARTMENT CERTIFICATION**

I certify to the county's need for the services covered by the Community College CalWORKs Funding and that my department and the community college jointly discussed and agreed upon the delivery of educational services for CalWORKs participants, including instruction and support services. I also certify the number of additional CalWORKs recipients that will be referred to the college to receive additional funding for instruction. *(For multiple county offices, please include an additional page with appropriate signatures.)*

\_\_\_\_\_  
Signature, County Welfare Director

**Contact Person:**

Name: John Cullen

Title: Director Social Services

Phone Number: (510) 313-7350

County Office: Contra Costa Social Services

Address: 40 Douglas Drive

City/Zip: Martinez, CA 94553-4068

Date: November 13, 1997

**District must submit completed and certified application to: Connie Anderson, CalWORKs Unit Coordinator, Chancellor's Office, California Community Colleges, 1107 Ninth Street, 2nd Floor, Sacramento, CA 95814-3607. For information or assistance, please call Connie Anderson (916) 324-2353.**

**Child Care Contact Person:** has primary program responsibility for providing child care for CalWORKs recipients.

Name: Intisar Shareef

Title: Department Chair of Early Childhood Education

Address: 2600 Mission Bell Drive

Address: San Pablo, CA 94806

Phone number: (510) 235-7800 Ext. 351

E-mail address: \_\_\_\_\_

**Job Development/Job Placement Person:** has primary responsibility for developing paid and unpaid work experience for CalWORKs recipients while they are enrolled in college and after they complete their education program.

Name: Bob Dabney

Title: Assist. Dean of Telecom. & Economic Dev.

Address: 2600 Mission Bell Drive

Address: San Pablo, CA 94806

Phone number: (510) 235-7800 Ext(s) 234-436

E-mail address: \_\_\_\_\_

**Curriculum Development and Redesign Contact Person:** has primary responsibility for overseeing curriculum development and redesign for the college.

Name: McKinley Williams

Title: Dean of the College

Address: 2600 Mission Bell Drive

Address: San Pablo, CA 94806

Phone number: (510) 235-7800 Ext(s) 216-217-340

E-mail address: \_\_\_\_\_

**Coordination with County Welfare Department:** has primary responsibility for coordinating the colleges programs for welfare recipients with the county welfare department.

Name: Sadonia Wilson

Title: Director of Special Programs and Services

Address: 2600 Mission Bell Drive

Phone number: (510) 235-7800 Ext 456

E-mail address: \_\_\_\_\_

**Program Accountability Contact Person:** has primary responsibility for tracking student progress and providing accountability reporting information to the Chancellor's Office.

Name: Sadonia Wilson

Title: Director of Special Programs and Services

Address: 2600 Mission Bell Drive

Address: San Pablo, CA 94806

Phone number: (510) 235-7800 Ext. 456

E-mail address: \_\_\_\_\_



**Appendix F: Part 4**  
**CalWORKs Program Contact List**

Throughout the year, the Chancellor's Office will be providing updates regarding welfare reform and the CalWORKs Program in the community colleges through workshops, newsletters, and e-mail updates. To facilitate communication about the program between the Chancellor's Office and your college, please identify the following contact persons. We understand that in some cases, the same person may be the contact person for more than one area.

**Primary CalWORKs Contact Person:** has overall program or administrative responsibility for the CalWORKs Program and is the contact person for questions about the application for funding:

Name: McKinley Williams

Title: Dean of the College

Address: 2600 Mission Bell Drive

Address: San Pablo, CA 94806

Phone number: (510) 235-7800 Ext(s) 216-217-340

E-mail address: \_\_\_\_\_

**Fiscal CalWORKs Contact Person:** has fiscal responsibility for the program including the development of the budget and the expenditure reports:

Name: Robert Irons

Title: Business Director

Address: 2600 Mission Bell Drive

Address: San Pablo, CA 94806

Phone number: (510) 235-7800 Ext. 209

E-mail address: \_\_\_\_\_

**Work/Study Program Contact Person:** has primary program responsibility for implementing the work/study program for CalWORKs recipients.

Name: Mickey Mathews

Title: Interim Fin. Aid Officer & Information Tech. Manager

Address: 2600 Mission Bell Drive

Address: San Pablo, CA 94806

Phone number: (510) 235-7800 Ext. 300

E-mail address: \_\_\_\_\_

**Appendix F: Part 3A**  
**Budget for CalWORKs Funding by Program Category**

Community College: \_\_\_\_\_

Program Category	Amount Budgeted
Curriculum Development and Redesign	\$ 45,753
Coordination	\$ 45,500
Job Development/Job Placement	\$ 66,960
Work Study	\$ 266,582
Child Care	\$ 234,426
Instruction	\$ 0
<b>TOTAL</b>	<b>\$ 659,221</b>

**Appendix F: Part 3B**  
**Budget for CalWORKs Funding by Budget Category**

Category	Budget
<b>1000 Certificated Services</b>	
Instructional Services	\$ 0
Student Support Services	\$ 0
Program Coordination	\$ 0
<b>2000 Classified Salaries</b>	
Instructional Services	\$
Non-Instructional	\$ 185,800
<b>3000 Employee Benefits</b>	\$ 55,800
<b>4000 Supplies &amp; Materials</b>	\$ 22,481
<b>5000 Other Operating Expenses &amp; Services</b>	\$ 395,140
<b>6000 Capital Outlay</b>	\$ 0
<b>TOTAL BUDGET</b>	<b>\$ 659,221</b>

This is to certify that the above information has been prepared in accordance with applicable Federal and State regulations. To the best of my knowledge, the information is correct.

District Business Officer's Signature

Date

Part E: Child Care (continued)

6. How will the college coordinate the provision of child care services through the on-campus centers or parental vouchers?

The College will hire a coordinator who will be responsible for placing CalWorks children in existing child care slots and work with Social Services and the Child Care Council to coordinate the provision of child care as needed on campus and off campus, using parental vouchers. The agreement among child care leaders in these organizations to work collaboratively has already been secured.

7. Describe the quality standards used for child care and development services at your college and for off-campus referrals.

All childcare facilities must meet Title XXII State licensing requirements for teacher to child ratios. The ratio of infants to caregivers will be 4:1, toddlers to caregivers 6:1, preschoolers 12:1 and school age 14:1. Caregivers will meet requirements for the California State Children's Center permit. Standards for program organization and curriculum will be congruent with the *National Association for the Education of Young Children's Developmentally Appropriate Practice in Early Childhood Programs*. Because off-campus referrals will occur through the Child Care Council and Social Services, which also require appropriate licensing and standards, the College will be assured that quality standards will be used.

8. What steps will be taken to reduce the costs to come within the maximum CDE reimbursement rate the second year of implementation if your costs exceed the CDE reimbursement rate (no more than 15%) for the first year of implementation?

Contra Costa College does not expect to exceed the CDE reimbursement rate after the initial expansion costs. The excess expenditures would be for initial startup costs and would be a one-time only expenditure. On an on-going basis, the College uses in-kind funds and activities to keep costs at or below the CDE reimbursement rate.

Part E: Child Care (continued)

4. How will the college collaborate with the county departments of social services, child care local planning councils, resource and referral agencies, and other subsidized child care resources to provide child care services to CalWORKs students?

The College child care professionals currently participate in several collaborative efforts that include representatives from all child care providers locally and through the County, including the Department of Social Services, County Head Start, the Contra Costa County Child Care Council, Success by 6, ROP plus many individual local providers. Contra Costa College President, Dr. Candy Rose, recently called a meeting of the leaders of child care in the County to ask how we could pool our resources to meet the anticipated needs of CalWORKs participants. That group will have an ongoing task force to address the issues.

5. Describe the innovative uses of the funds to expand the breadth of child care and development services by age, non-traditional time periods, wrap around services, etc.

The College will expand the evening child care available through the new child care program to be added as well as with the existing child care program. The evening program will take school-age children. Through the use of the College's CalWORKs dollars, on-campus child care will be supplemented by subsidized child care paid by the College in cooperation with Social Services to meet the needs of CalWORKs student/participants. The College will work with the Contra Costa County Child Care Council to create a centralized clearinghouse for child care availability and placement. We are working with other child care leaders in the County to develop a shared data base of information.

With the acquisition of a portable facility, the College will develop a model child care program, based on the Montessori concept. This program will provide short term internships for existing child care paraprofessionals in the inner city community whose education and training are insufficient to provide a healthy care atmosphere for pre school children. By rotating those existing workers through the College's model center, the College will not only be able to train new child care providers but help to improve the skills of existing providers in the inner city areas of Richmond and San Pablo, particularly.

## Part E: Child Care

Describe how the college is going to provide child care services for CalWORKs students by addressing the following questions.

1. Estimate your current unmet need for child care services for the children of CalWORKs students at your college.

There are currently 1,400+ self initiated TANF students at our College. We anticipate several hundred more Cal Works students on campus over the next year. It is assumed that each family represented by a student has 2.5 children. If so, more than 3000 children are represented by current and predicted CalWorks participants/students at Contra Contra College. If, conservatively, 10% of the children are preschool age or need after school care while the caretaker/parent is attending college, then our unmet need is 300. While some TANF participants use the College's child care services now, the unmet need is estimated to far outstrip our ability to provide care. We currently have a waiting list for students who need child care.

2. Estimate the number of CalWORKs students and number of children who will be provided child care services through these funds.

The number of expanded child care slots will be 24 per hour on campus. These will be pre school children ages 3-5. These expanded slots will be for Cal Works student parents only. A gross estimate of CalWorks student/parents to be served on campus is 240. Additionally, the College will refer to community child care providers a number of CalWorks student/parents and will subsidize as many of those placements as dollars provide. The number of CalWorks students served overall will be minimally about 400.

3. How will the college provide additional spaces in either existing or expanded college child care and development services programs?

Since the College's existing child care facilities are operating at maximum capacity, the only way to provide additional spaces is to expand child care facilities. The College intends to add space by acquiring a portable building. Other spaces for child care will need to be located in the community by working through County Social Services and the Contra Costa County Child Care Council.

**Part D: Work/Study**

**3. Estimate the number of students that will be served by the work/study program.**

Community Colleges Welfare Reform Funding for CalWORKs recipients indicates that in 1995-96 Contra Costa College had a head count of 1,419 AFDC students enrolled. A sample printout of 300 EOPS students receiving benefits indicates that they averaged 15 clock hours per week of instruction.

Based upon this sample, it is realistic to project that every student currently enrolled will have to receive some form of Work Study to meet the mandated 32 hr. per week requirement.

## **Part D: Work/Study**

Describe how the college intends to create and administer the work/study program for CalWORKs students by answering the following questions. Attach additional sheets as necessary. Colleges should be prepared to summarize on a semester basis, how many students were served in the program and the number of hours they participated.

**1. How will the office responsible for administering the program coordinate with the office responsible for developing the job placements?**

The Financial Aid office is responsible for the Federal State College Work Study program. It will develop a Work Study award package that meets the instructional program need and work/education requirements established by CalWORKs for each student.

The Director of Student Programs and Services / EOPS/CARE will be responsible for administering and coordinating the Work Study package with the job development/placement component of the CalWORKs program.

**2. How will the office responsible for administering the program coordinate with the case manager who will know how many hours of work/study are needed for the student to meet their CalWORKs work requirement?**

The Financial Aid office will establish a reporting system that will notify the Director of Student Programs and Services, who coordinates the case manager functions, and job development/placement components of the required work study service. The system will provide case management information concerning the number of work hours and total amount of money each student may earn or the number of hours of unpaid Work Study the students will have to achieve to meet total hours per week required by CalWORKs.

The Financial Aid office will inform the Director of Student Programs and Services and case manager of all CalWORKs students who are in good academic standing and maintaining satisfactory progress in their educational programs. Through the Director's office, the Financial Aid Office will develop an external work study process and auditing procedures that will monitor services provided through an individual referral program. This program will accommodate CalWORKs requirements for both the public and private sector work study opportunities.

Appendix F: Part C2  
Plan for CalWORKS Funding:  
Job Development/Job Placement

In the space below, outline objectives and activities for the use of these funds for job development/job placement.  
Attach additional sheets as necessary.

Objective	Activity	Timeline	Cost
To develop work study, internships and employment for 1400 currently enrolled CalWORKs volunteer students.	1. Identify and enroll students into program. 2. Establish an employment plan for referral. 3. Place job ready students into paid employment 4. Place students in work study which meets legally specified program requirements	1-30-98 2-28-98 On going  On going	1 Full Time Job Developer \$36,000  .5 Clerical \$15,600  .5 Internship Coordinator \$15,360
Objective	Activity	Timeline	Cost
Develop work study, internships, and employment for approximately 600 new students	1. Work with vocational team in developing a Placement plan. 2. Work with workskills component for direct placement into internships, work study and employment. 3. Place students who are declared job ready by the vocational team into employment 4. Place students into work study that meets legally specified program requirements.	3-1-98  On going  On going  On going	
Provide work experience skills for approximately 1,000 students.	Prepare students in skills necessary to find employment: job interviewing, work habits, resumes, applications and budgetary planning. Develop a training video that will assist instruction and students in an open entry / open exit soft skills class	1-1-98  1-1-98 On going	



## **C1: Job Development/Job Placement (continued)**

Richmond PIC are collaborative partners of the Hilltop One Stop Center; this will allow maximum coordination with these key organizations.

- 5. How is the college going to coordinate tracking former students into employment and compiling employment information for CalWORKs students? How is the college going to coordinate obtaining this outcome data with EDD, One Stop Career Centers, the county welfare department, and other organizations?**

Contra Costa College job development staff will initiate a follow-up system to contact participants who have been placed into employment that will comply with CalWORKs guidelines.

The job development staff will coordinate with Cooperative Work Experience instructors who will make employer site visits to assist with compiling placement data. The job development staff will network with EDD representatives working at the college site to access employment follow-up information. (See 4e.)

Our own tracking system will be enhanced by the tracking system used by East Bay Works. As noted in 4e, our active participation in the East Bay Works Consortium will allow us access to their tracking database.

- 6. How is the college going to coordinate the job placement/job development services with instruction, work/study, the case management team, and other programs/offices on campus?**

Regularly scheduled team meetings will be held to continually assess the students to determine job readiness status. The instructional management team will be made up of Vocational Faculty, Counseling and Job Placement. There will be an instructional management team for each occupational training area. In addition to determining job readiness, their responsibilities are also to determine work experience/work study assignments.

### **C1: Job Development/Job Placement (continued)**

**3. How is the college going to provide career education and job preparation skills instruction to CalWORKs participants?**

We will provide career education workshops that will inform students of current career opportunities and match these with student interest and labor market needs.

We will require all CalWORKs participants to complete a Job Preparation Skills (soft skills) workshop (8-10 hours) which will be scheduled bi-weekly; students will be referred directly after assessment or after acquiring necessary skills from vocational training classes. Workshops will be taught by career counselors and employment specialists and will include video-taped practice interviews, motivational topics, and self-directed job search training.

**4. How is the college going to place CalWORKs recipients into employment when they finish their educational program? How is the college going to coordinate with the county welfare department, EDD, One Stop Career Centers, and other organizations in placing students into employment?**

After or nearing the completion of their educational program, participants will be assessed by a placement team to determine readiness for employment. The process will consist of the students continuing their vocational training while attending job seeking skills classes and receiving assistance from the placement staff.

We will tap existing employer contacts and partnerships; we will establish new partnerships through city Chamber of Commerce meetings, employer conferences, and cold calling (developing new partnerships with previously unsolicited employers) and other activities noted in 1b.

We will offer incentives to employers, i.e. WOTC tax credit.

The college is already a networking partner with RichmondWORKS, a consortium of West Contra Costa County community based agencies and employment and training providers including but not limited to: EDD, Contra Costa College, Contra Costa County Department of Social Services, Contra Costa County Private Industry Council, Rubicon Programs, Inc., Richmond Neighborhood House, and the Iron Triangle Community Collaborative. Contra Costa College is also a partner with the Contra Costa County Employer Connection, a similar consortium coordinated county-wide by the Contra Costa County Private Industry Council.

Workstations connecting the college with East Bay Works, a consortium of 16 One Stop Centers will be electronically linked with Contra Costa College's Job Placement Office, providing expanded job placement services for CalWORKs graduates. EDD, Contra Costa College, Contra Costa County Department of Social Services and

## **C1: Job Development/Job Placement**

Describe how the college is going to provide job development/job placement services for CalWORKs recipients by addressing the following questions. These questions must be answered whether or not you utilize any of the CalWORKs funding for this purpose. Also, complete the attached chart (C2) to outline how you are going to utilize the funding to achieve these objectives. Attach additional sheets as needed.

**1. How is the college going to develop placements for work/study jobs that will provide practical experience in the student's educational program?**

Initially, we will identify students already enrolled at the college who are receiving AFDC or Welfare and their educational major plus the number of hours of instruction per week. We will establish a figure to meet the legally specified weekly hourly educational experience. For new students, there will be an initial plan developed at enrollment which will include on-campus classes and work experience training either on-campus or off-site that will meet the weekly CalWORKs schedule.

We will identify appropriate work sites on-campus that are related to the students' educational/vocational training program. For off-campus work study sites, we will tap existing partnerships which have already been established between the college and local entities such as RichmondWORKS, West Contra Costa County Chambers of Commerce, East Bay Works (a two-county employment service consortium of 16 One Stop Centers), EDD, Coop-ed employers, and Vocational Program Advisory Committee members.

**2. How does the college intend on providing expanded work experience, internships, and/or community service opportunities for CalWORKs students? Attach additional sheets as needed.**

The college's Cooperative Work Experience Program presently maintains an enrollment of more than 400 students per term. Cooperative Work Experience sites are developed and maintained primarily by the Coop-ed instructors. We currently have 17 instructors teaching in 13 different areas, including a general work experience area. We will expand Coop-ed activities to include the short-term intensive training areas designed specifically for the CalWORKs students.

Cooperative Work Experience has recently been expanded to include school-to-career programs with high school and out-of-school youth. This has opened up additional employment resources that will be shared with CalWORKs students.

<p align="center"><b>Appendix F: Part B2</b>  <b>Plan for CalWORKS Funding: Coordination</b></p>
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In the space below, outline objectives and activities for the use of these funds for coordination of the CalWORKs program.  
 Attach additional sheets as necessary.

Objective	Activity	Timeline	Cost
Develop and Coordinate a case management plan with Social Services and other providers that offer services to CalWORKs students.	<ul style="list-style-type: none"> <li>* Meet with Social Service's staff and establish a case management plan: outlining intake requirement, training sequence and tracking system.</li> <li>* Develop a student case management folder that will include the documentation necessary to track students training</li> <li>* Develop a plan of referral to other services providers working with CalWORK students.</li> </ul>	1-1-98	
Objective	Activity	Timeline	Cost
To develop an academic and attendance plan for monitoring Instructions, Work Study and Placement Programs	<p>Meet with Counseling, EOPS, Financial Aid, Matriculation, Placement and Instruction.</p> <p>Develop process and procedures for monitoring academic and attendance of CalWORKs students by these various component.</p> <p>Integrate monitoring data with case management.</p>	<p>From onset of program until student levels gain</p> <p>Service from beginning of the program and continuous.</p>	1 Full Time Secretary/Administrative Assistant. \$35,000(Salary) \$10,500(Benefits)

## **B1: Coordination (continued)**

- D. County PIC Collaborative - includes Social Services, EDD, Adult Education Department, and West County Economic Development Departments.
- E. Richmond PIC - City of Richmond and West County Chambers of Commerce, Community based organizations and West Contra Costa Adult School District.
- F. WestCo Small Business Development Center - includes Greater Richmond Local Development Corp., Financial institutions.
- G. College Vocational Advisory Committees for 17 college vocational programs - with membership in excess of 300 employers who serve as technical advisors to the vocational program.

These groups listed above will work with the college staff to assist students who need work experience and employment during and at the completion of training. They constitute a wide array of employers throughout the Bay Area. Most of the members of these collaboratives have been active in finding employment for Contra Costa College students for many years. The Director of Student Programs and Services or his/her designee will be the liaison to these various groups.

**B1: Coordination (continued)**

- **Create an advisory committee or coordinating committee that would meet regularly to provide coordination between the college and the county.**

A Steering Committee Composed of Policy makers will be organized. The first task of the Committee will be to develop a Letter of Understanding. They will meet semiannually.

The Steering Committee will communicate with the Director of Student Programs and Services at Contra Costa College and the Director's counterpart at Social Services. The Director will implement policies through the Contra Costa College Operational Committee and management structure.

5. **Describe the college committee that will oversee the planning and implementation of the CalWORKs program. Who will participate on the committee?**

Under the supervision of the Director of Student Programs and Services, an Operation Committee will be responsible for coordination, planning and implementing the CalWORKs program at Contra Costa College. The Director will select members who hold positions within Contra Costa College's organizational structure. The Director of Student Programs and Services / EOPS/ CARE will chair this cross-functional team. The team will consist of selected managers and staff from the internal units working to implement the CalWORKs program. Representatives from Placement/Job Development, Instruction, Coop-Ed, Counseling, Child Care, Financial Aid, Matriculation, Admissions and Records, DSPS, Re-Entry, and Student Representatives will join to form this team. Participants will be knowledgeable about their area and how it interfaces with the CalWORKs program implementation.

6. **How will the college coordinate their activities with other organizations such as EDD, Private Industry Council, business and industry, adult education and ROP, the Housing Authority, One Stop Career Centers, and other community organizations?**

The College has in place a broad base of collaboratives within the Bay Area employment community made up of private sector companies, government, and community based organizations. Listed below are several of the main collaboratives.

- A. East Bay Works - Collaboration Committee of 16 One-Stop Centers, EDD, four Private Industry Councils, County Social Services, and County Office of Education.
- B. RichmondWORKS Collaborative/West County Chambers: 100+ companies.
- C. EDD - California Employment Development Department

## **B1: Coordination (continued)**

- **Develop with the educational providers a county plan for the provision of educational services for CalWORKs recipients (Appendix E).**

CCC will participate in a Planning Board as specified in Appendix E of the R.F.P. that will assist in determining:

1. An estimate of the number of CalWORKs recipients in that county that are expected to require education and job training services and a description of the types of services necessary to meet their needs.
2. An estimate of the number of spaces available in short-term classes that are offered as part of the regular courses scheduled at educational institutions that may be used by CalWORKs recipients in that county.
3. An estimate of the number of full-time equivalent students and average daily attendance rates that will be generated by CalWORKs recipients at each institution in excess of the number of recipients attending these institutions in the 1996-97 fiscal year.
4. Proposals for the expansion of services and course offerings that are particularly suited for the needs of CalWORKs recipients.
5. An analysis of job demand and employment opportunities within that county using currently available, up-to-date information, and an analysis of how the course and job training programs will assist CalWORKs recipients in securing employment.
6. A description of outreach efforts that will be undertaken to identify job opportunities for CalWORKs recipients who participate in instruction and job training courses.

A single plan will be developed by 3/1/98

- **Develop a referral process of students from the county welfare department to the college.**

A referral process will be developed that coincides with the letter of Understanding Agreement. (See Document #1.) A case management package will be maintained on each referred student. Referrals, student's health information, educational level of reading and math, child care, DMV printout, background check, and program needs will be the responsibility of Social Services and will be made part of the Case management package.

**B1: Coordination (continued)**

**4. Describe the process by which the college will coordinate with the county department of social services to:**

- **Develop a Memorandum of Understanding about the identification and tracking of students to the college, through their educational program, and on into employment; coordination of financial aid, child care, and other supportive services; and other areas where coordination and agreements are needed.**

CCC and CCSS will negotiate and agree to a process that will outline Joint Client Services and responsibilities of the two institutions. The agreement will be formalized in a Memorandum of Understanding. This document will specify each institutional responsibility in the case management system: recruitment, intake, assessment, referral, trainee placement, and tracking of CalWORKs students. The operation chart (Document #1) outlines CCC's flow plan from Intake to the Placement of students into unsubsidized employment. Management of this process will be a cooperative effort between the two institutions. CCC's Division of Student Programs and Services will be the official office of Case Management records and will coordinate the process through CCC's management system. The instructional team will have the responsibility to refer student's needs to various internal and external services.

- **Develop the list of community college programs that lead to employment (Appendix C).**

**\* Short Term Programs (Bi-weekly) Input \*\* Certificate Program Semester or Annual Input**

**Security Guard**

**Licensed Communication Dispatcher**

**Auto Tune-up Specialist**

**- Oil/Lube Specialist**

**Auto Detailer**

**General Office Clerk**

**- Receptionist(Information Clerk)**

**- Secretary (Computer Applications)**

**Retail Sales/Customer Services**

**- Cashier**

**Food Service**

**- Waiter/Waitress**

**- Dishwasher/Bus Person**

**- Food Preparation Worker)**

**- Cook**

**Child Care provider**

**Instructional Aide (Bilingual)**

**Administration of Justice**

**Automotive Technician**

**Business Administration**

**Computer Information Systems**

**Early Childhood Teacher Development**

**Electronic/Industrial Maintenance**

**Health Occupations**

**- Emergency Medical Tech (EMT)**

**- Home Care Home Health Aid**

**- Medical Assistant & Office Technician**

**- Dental Office Technician**

**Office Information Systems**

**Computer Programming**

**Bio Technology Technician**

**Refrigeration & Appliance Repair**

**Desktop Publisher - Graphics**

**Computer Aided Drafting**

**Cosmetology**



## **B1: Coordination**

Describe how the college intends to coordinate the CalWORKs program with the county welfare department and other agencies and community organizations; and internally within the college by addressing the following questions. These questions must be answered whether or not you utilize any of the CalWORKs funding for this purpose. Attach additional sheets as needed. Also, complete the attached chart (B2) to specify how you are going to use the funding to achieve these objectives.

**1. What office or program will be the initial entry point for CalWORKs students?**

The Division of Student Programs and Services / EOPS / CARE.

**2. How will the case management approach to serving CalWORKs students be organized?**

Contra Costa College and Contra Costa Social Services will develop a bi-weekly intake process referring students into the college. The initial intake process includes Orientation, Assessment, and Referral. Students then will be referred directly into Placement or Career Assessment and Training. (See Document #1)

A Letter of Understanding will be developed outlining the Case Management Plan and will be managed by the Director of Student Programs and Services. The plan will monitor student training, progress, attendance and placement. Personal counseling and tutoring will be provided when requested by the Instructional Team which consists of the Core Instructor, Placement Specialist, and Counselor. Bi-weekly meetings by the Instructional Team will measure progress and will refer students through Case Management to other services related to training. i.e. Child care, Transportation, Basic Skills, ESL, Employment Skills Training, Coop-Ed/Placement and other external services that may be required.

**3. How will services to students be coordinated from the instructional program, child care, work study, job development/job placement, and other special programs and services?**

The Director of Student Programs and Services will supervise the intake, referral and student progress. A Case Management System will be developed by Contra Costa College & County Social Services and will determine the services necessary to place each student into unsubsidized employment.

Child Care services available to the student will be determined during the orientation and assessment phase of the program. Job Placement/Job Development, Work Study, Instruction, and other support services will be integrated into Contra Costa College's Management System. The instructional Departments and Divisions will be responsible for supervision of the Instructional Team.

<p align="center"><b>Appendix F: Part A2</b>  <b>Plan for CalWORKS Funding:</b>  <b>Curriculum Development and Redesign</b></p>
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In the space below, outline the major objectives and objectives and activities for the use of these funds for curriculum development and redesign Attach additional sheets as necessary.

Objective	Activity	Timeline	Cost
Develop an open entry/open exit Culinary Program. That is short termed and will train students for immediate employment in the Culinary Industry.	1. Design Curriculum into 6 one unit modular. 2. Purchase applied Basic Skills package to assist individualized instruction.	6 months training time  3/1/98	60 hrs x \$50 = \$3,000 for redesign of curriculum  Purchase Courseware \$5,000
Objective	Activity	Timeline	Cost

<p align="center"><b>Appendix F, Part 2:</b> <b>Plan for CalWORKs Program</b></p>
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**Please complete the narrative and the budget chart for each of the program areas:**

**A1: Curriculum Development and Redesign**

**Describe the curriculum that you plan on developing and redesigning with the CalWORKs funding. Please answer the following questions for each program you are going to develop or redesign. Attach additional sheets as needed. Also, complete the attached chart (A2) that describes how you are going to utilize the funding to achieve these objectives. If you are not using 8% of your allocation for this purpose, you must still describe the curricula/programs that colleges have developed or redesigned utilizing other funding sources:**

<p><b>1. Name of curriculum or program that is going to be developed or redesigned.</b> Telecommunications/Networking Technology Certification Program</p>
<p><b>2. Offered in the credit or non-credit mode?</b> Credit</p>
<p><b>3. Prepares recipients for what jobs at what pay level?</b> Entry level Help Desk position starting around \$15.00 - \$17.00 per hour. Junior Network Support Administrator starting around \$17.00 - \$23.00 per hour.</p>
<p><b>4. Are the programs open entry/open exit, yes or no?</b> The certificate program will be modular so there could be multiple entry points.</p>
<p><b>5. Provide evidence that the program will prepare students for a job that is in demand in the labor market or is in an emerging population.</b> See Attached document of Occupations with the Greatest Job Growth. Highlighted are Systems Analysts and Computer Engineers both of which necessitate the need for telecommunication/network knowledge. LMI Ranking #6, and #20.</p>
<p><b>6. Provide evidence of collaboration with local partners including the county welfare department.</b> Los Medanos College is working closely with both Social Services and the Employment Development Department in East Contra Costa County. For this particular program, we would also be working very closely with Microsoft to provide the official Microsoft Certification Programs. Graduates of these programs are very highly sought after. In addition, we would develop a relationship with CBT Systems to purchase interactive computer based training modules to provide as much "hands-on" simulated lab experience for our students as possible.</p>

## **A1: Curriculum Development & Redesign (continued)**

### **7. Describe how the program will articulate with more advanced educational programs.**

The program will be modular having three levels. The student would be employable after completing the first two modules. However, to obtain a higher level position, the student should continue his/her education by completing the third module. Additionally, as technology changes, the student will have to come back to learn newest version/technologies etc.. If the student wishes, after completion of our program, the student could then enroll in telecommunication/networking extension programs at UC Berkeley, San Jose State University, Golden Gate University, and University of Phoenix (to name a few).

### **8. Are telecommunications going to be used in the delivery of instruction? If so, how?**

Telecommunications are going to be used in the delivery of instruction. The success of the program relies on the interactive computer based training modules developed by CBT Systems. These training modules will be completed during class time. However, students wishing to practice at home can access these programs "on-line" if they have access to a computer with access to the Internet. We could also offer these same courses through Distance Learning to anyone interested in this program.

### **9. How are job preparation skills and career education going to be integrated into the curriculum?**

As part of the certification program, students must take courses which transition them or prepare them to work. "SCANS" competencies will be integrated throughout the curriculum. Also covered will be issues concerning how to create resumes, prepare for interview, manage work and family matters, work relationships etc. In addition, computational skills for network technology and technical writing for the computer industry would be necessary.

### **10. Is the program going to include internships or work experience activities? If so, describe.**

Yes, the program would have to include internships and/or work experience activities. The students will have to gain some "hands-on" experience to apply all the technical knowledge they have learned. There are numerous companies in this area which will benefit from having our highly trained network technicians solve all their computer nightmares. We will have people working closely with the community to create the internships/work experience activities, as well as being able to utilize the students to staff our own technical departments as student workers.

### **11. How is the program going to link with job development/job placement to 1) find jobs when the students have completed their program and 2) track students into employment?**

Existing relationships between Computer Science Department faculty members and local employers will be used to develop jobs and/or other work experiences for the program's participants.

**Contra Costa County**  
**Occupations with the Greatest Job Growth**  
**1994-2001**

OES Code	Occupation	1994	2001	Absolute Change	% Change
190050	GENERAL MANAGERS, TOP EXECUTIVES	8,900	10,080	1,180	13.30%
✓ 490112	SALESPERSONS - RETAIL(NON-VEHICLE)	11,400	12,480	1,080	9.50%
490230	CASHIERS	7,940	8,960	1,020	12.80%
✓ 670050	JANITORS, CLEANERS--EXCEPT MAIDS	4,110	4,990	880	21.40%
✓ 553050	RECEPTIONISTS, INFORMATION CLERKS	3,430	4,160	730	21.30%
✓ 251020	SYSTEMS ANALYSTS--ELEC DATA PROC	1,210	1,820	710	58.70%
650080	WAITERS AND WAITRESSES	3,480	4,170	690	19.80%
630470	GUARDS AND WATCH GUARDS	1,940	2,600	660	34.00%
315211	INSTRUCTIONAL AIDES	4,740	5,370	630	13.30%
✓ 551080	SECRETARIES, GENERAL	5,860	6,470	610	10.40%
✓ 553470	GENERAL OFFICE CLERKS	8,700	9,240	540	6.20%
913210	INSTRUCTORS AND COACHES--SPORTS	1,180	1,690	530	45.70%
490170	COUNTER AND RENTAL CLERKS	980	1,500	520	53.10%
✓ 325020	REGISTERED NURSES	4,440	4,920	480	10.80%
851320	MAINT REPAIRERS, GENL UTILITY	2,870	3,320	450	15.70%
680140	AMUSEMENT, RECREATION ATTENDANTS	810	1,240	430	53.10%
313080	TEACHERS--SECONDARY SCHOOL	4,260	4,670	410	9.60%
790300	GARDENERS, GROUNDSKEEPERS-EX FARM	1,740	2,130	390	22.40%
✓ 490080	SALES REPS, NON-SCIENTIFIC EX RET	2,850	3,220	370	13.00%
✓ 221270	COMPUTER ENGINEERS	550	910	360	65.50%
989020	HAND PACKERS AND PACKAGERS	1,370	1,730	360	26.30%
✓ 221260	ELECT AND ELECTRONIC ENGINEERS	1,870	2,320	350	17.80%
971050	TRUCK DRIVERS, LIGHT	2,340	2,690	350	15.00%
251051	COMPUTER PROGRAMMERS, INCL AIDES	1,720	2,060	340	19.80%
313050	TEACHERS--ELEMENTARY SCHOOL	4,430	4,770	340	7.70%
670020	MAIDS AND HOUSEKEEPING CLEANERS	1,740	2,040	300	17.20%
531230	ADJUSTMENT CLERKS	1,300	1,580	280	21.50%
✓ 211140	ACCOUNTANTS AND AUDITORS	2,140	2,410	270	12.60%
130170	ENGINEER, MATH, AND NAT SCI MGRS	890	1,240	250	25.30%
130110	MKTING, ADV, PUB-REL MANAGERS	1,090	1,320	230	21.10%
313020	TEACHERS, PRESCHOOL & KINDERGARTEN	1,660	1,890	230	13.90%
✓ 650380	FOOD PREPARATION WORKERS	2,350	2,580	230	9.80%
660110	HOME HEALTH CARE WORKERS	490	720	230	46.90%
660080	NURSE AIDES, ORDERLIES, ATTENDANTS	2,010	2,230	220	10.90%
971020	TRUCK DRIVERS, HEAVY	2,280	2,500	220	9.60%
✓ 653020	AUTOMOTIVE MECHANICS	1,620	1,830	210	13.00%
150261	FOOD SERVICE MANAGERS	660	860	200	30.30%
✓ 650260	COOKS--RESTAURANT	1,350	1,550	200	14.80%
281080	LAWYERS	1,040	1,230	190	18.30%
✓ 630140	POLICE PATROL OFFICERS	730	900	170	23.30%
✓ 650410	COMBINED FOOD PREP AND SERVICE	2,800	2,970	170	6.10%
490260	TELEMARKETERS, SOLICITORS & RELATE	700	860	160	22.90%
150170	CONSTRUCTION MANAGERS	840	990	150	17.90%
✓ 535080	BILL AND ACCOUNT COLLECTORS	650	800	150	23.10%
660020	DENTAL ASSISTANTS	930	1,080	150	16.10%
630320	SHERIFFS AND DEPUTY SHERIFFS	550	690	140	25.50%
680050	MEDICAL ASSISTANTS	710	850	140	19.70%
680050	HAIRDRESSERS, HAIRSTYLISTS	770	910	140	18.20%
130020	FINANCIAL MANAGERS	2,860	2,990	130	4.50%
273020	SOCIAL WORKERS--MED, PSYCHIATRIC	910	1,040	130	14.30%

\* EXCLUDES "ALL OTHER CATEGORIES"

Appendix F: P. 12  
Plan for CalWORKS Funding:  
Curriculum Development and Redesign

In the space below, outline the major objectives and activities for the use of these funds for curriculum development and redesign.  
Attach additional sheets as necessary.

Objective	Activity	Timeline	Cost	
Re-design curriculum for Telecommunications networking students	Curriculum re-design	Prior to Jan 15, 1998	20 hours @ \$23 per hour	\$460.00
	Integration of technical Reading Writing and Computation skills for telecommunication networking students		20 hours @ \$40 per hour	\$800.00
	Integration of Job Readiness skills		10 hours @ \$44 per hour	\$440.00
	Staff Development			\$1,000.00
	Equipment and Supplies			\$1,000.00
	Clerical Support - Student Assistant		35 hours @ \$5.85 per hour	\$205.00
			<b>Cost Total</b>	<b>\$3,905.00</b>

## Appendix F, Part 2: Plan for CalWORKs Program

Please complete the narrative and the budget chart for each of the program areas:

### A1: Curriculum Development and Redesign

Describe the curriculum that you plan on developing and redesigning with the CalWORKs funding. Please answer the following questions for each program you are going to develop or redesign. Attach additional sheets as needed. Also, complete the attached chart (A2) that describes how you are going to utilize the funding to achieve these objectives. If you are not using 8% of your allocation for this purpose, you must still describe the curricula/programs that colleges have developed or redesigned utilizing other funding sources:

<b>1. Name of curriculum or program that is going to be developed or redesigned.</b>
Welding Technology
<b>2. Offered in the credit or non-credit mode?</b>
All course work will be offered for credit.
<b>3. Prepares recipients for what jobs at what pay level?</b>
Entry jobs and pay levels given are reflective of the local industry and are based on our present supply and demand of our existing work force, as follows: General Welder Helper, Burner and Cutter, Machine Burner Operator, MIG Welder Specialist, TIG Welder Specialist, Flux-cored Welder. Pay range \$8.00 to \$16.00/hour.
<b>4. Are the programs open entry/open exit, yes or no?</b>
Yes, the program's course work is designed for the participant to enter at multiple points and start training at accelerated modes to achieve completion in the shortest possible time and be ready for employment.
<b>5. Provide evidence that the program will prepare students for a job that is in demand in the labor market or is in an emerging population.</b>
As per Advisory Committee's input and feedback, as well for the direct research and communication among the training program and our local industry and labor unions in the area, presently the demand is greater than the supply of trained labor force in welding.
<b>6. Provide evidence of collaboration with local partners including the county welfare department.</b>
Los Medanos College Welding Technology program is recognized, supported and in partnership with our local industry from the small fabrication shop to the large processing plant complexes; the American Welding Society; the American Society for Metals; the County Welfare Department; the EDD office; the Workers Compensation agencies; Advisory Committee; and the college's Student Placement Office.

## **A1: Curriculum Development & Redesign (continued)**

**7. Describe how the program will articulate with more advanced educational programs.**

The program will train the client to achieve the required occupational skills for successful employment at the entry level category, and is designed to provide the opportunity for career mobility at graduated step up levels with life, job and related basic required skilled competencies.

**8. Are telecommunications going to be used in the delivery of instruction? If so, how?**

No, at this time they are not part of the delivery plan but in the near future they may well be a good instructional approach for greater reinforcement.

**9. How are job preparation skills and career education going to be integrated into the curriculum?**

Job preparation and career education will be available to the client as part of the required related competency for successful job training and job placement.

**10. Is the program going to include internships or work experience activities? If so, describe.**

Yes, the client will be placed in a work related setting to gain the required experience as part of the individual's training.

**11. How is the program going to link with job development/job placement to 1) find jobs when the students have completed their program and 2) track students into employment?**

Job development and placement will be based on the needs of the local industry. The development and placement will be a collaborative team effort through our established long time partnerships.



Appendix F: Pa 2  
Plan for CalWORKS Funding:  
Curriculum Development and Redesign

In the space below, outline the major objectives and activities for the use of these funds for curriculum development and redesign.  
Attach additional sheets as necessary.

Objective	Activity	Timeline	Cost
To research the approach and perspectives for CalWorks curriculum development, Redesigned and upgrading for the welding technology program.	To formulate, evaluate and develop the required comprehensive curriculum training modules that would be used for CalWorks skills training project.	9/27 - 2/98	120 hrs @ \$44.06 per hour \$5,288.00
	Integration of Reading, Writing and Computation skills for Welding students.		20 hours @ \$40 per hour \$800.00
	Integration of Job Readiness Skills		10 hours @ \$44 per hour \$440
Objective	Activity	Timeline	Cost
To redesign, develop, and upgrade the Welding Technology's program for the implementation of CalWorks training project.	Staff Development	1/97 - 2/98	\$1,200.00
	To attend scheduled meeting and conference/ workshops dealing with the specifics for curriculum development, redesign for CalWorks funding plan.		
	Equipment and Supplies		500.00
	Clerical Support - Student Assistant		35 hours @ \$5.85 per hour \$205.00

**Cost Totals** \$8,433.00

## **B1: Coordination**

**Describe how the college intends to coordinate the CalWORKs program with the county welfare department and other agencies and community organizations; and internally within the college by addressing the following questions. These questions must be answered whether or not you utilize any of the CalWORKs funding for this purpose. Attach additional sheets as needed. Also, complete the attached chart (B2) to specify how you are going to use the funding to achieve these objectives.**

**1. What office or program will be the initial entry point for CalWORKs students?**

The coordination and student contact functions for CalWORKS students need to be transacted in a welcoming and student service focused location. Given the impacted nature of counseling and the vocational education area, the first floor, e.g. room 118, could be considered for minor remodeling to accommodate these functions, as well as become a drop in point for students. The relatively minor disruption in other services, the proximity to the Assessment Center, and to the other Economic Development functions support this move. Ultimately, the 118/119 room complex could house a number of economic development student service functions creating healthy student traffic on the first floor and creating a nexus of functions that mitigate against the isolation of CalWORKs services and students. There might be funding for this in a P.G. & E. grant that was recently offered to the district.

**2. How will the case management approach to serving CalWORKs students be organized?**

**Coordination**

The overall program concept is based on a strong coordination element provided by LMC, and possibly by other educational partners in the future, and inextricably linked to Social Services and its case management, assessment, and job placement staff. With the agreement of the One Stop Center partners in East County, especially the other education and training providers, coordination of the education and training portion of CalWORKs could be folded into the college's One Stop in-kind contribution and occur in part at the One Stop sites. The Division Manager of the Antioch Social Services Department, the Dean of Economic Development, and participating One Stop partners can identify outcomes and processes to facilitate the success of the program and coordinator. The coordinator may be physically located in all three sites on a rotating basis: Social Services, One Stop Center, and Los Medanos College.

**MIS/Tracking**

TANF funds have been identified as the source of a new and ongoing tracking system to accurately identify SIPs and new referrals to the college. The system will be maintained and operated at the district level for all three of the colleges in the CCCCD. The new system will incorporate the ability to provide accurate information for both the college and Social Services in a real time, as needed basis. In order to identify SIPs in a timely fashion so that college staff can make appropriate interventions a separate and immediate study may be needed.

**Coordinator**

Coordination of LMC's CalWORKS services will require a staff member who is responsible for understanding the programs, regulations, policies, and procedures of Social Services and Los Medanos College. This position, which will report to the Dean of Economic Development, will assume the responsibility of managing the information exchange between Social Services and LMC for the purpose of tracking students and delivering unduplicated services. In general, it is assumed that this coordinator will have ongoing contact with the LMC's lead service providers in training programs, childcare, CARE, EOPS, Financial Aid, LMC Bookstore, Business Office, etc. to insure the delivery of integrated and effective CalWORKS and general college services. Managing the implementation of Work Keys as a LMC/Social Services assessment tool is also planned.

The primary interfaces for this position are case managers at Social Services, including assessment and job placement personnel, case managers at Los Medanos College, and lead contacts from other East County educational providers. The "Educational Coordinator" could maintain an inventory of available training programs that could include information on funding and support services. Additionally, the coordinator could become the lead in implementing Work Keys as a common assessment tool for education providers in East County, creating a common tool and language among trainers, educators, and case managers.

This position could become a dual reporting position to both agencies or it could become a position jointly sponsored by multiple education agencies, e.g. adult education programs, proprietary schools, and ROP, for the purpose of supporting the Social Services training-referral function. Initiating a series of meeting with other education providers through the East County One Stop is a next step for this element of the proposal. The first discussion of this among One Stop participants on the East County One Stop management team was scheduled for November 3, 1997.

**Case Managers**

This proposal envisions LMC case manager(s) who are the direct contacts for customers/students. The case managers will coordinate the educational and LMC benefits plans for CalWORKS participants, including childcare and workstudy. These case managers will coordinate service delivery with Social Services, the lead agency in this partnership, through the LMC CalWORKS

Coordinator. Job categories and reporting relationships for these positions need to be established.

### **Clerical Staff**

Hourly support for communications and accounting will be necessary. Workstudy positions will be utilized where appropriate.

### **Site/Location**

The coordination and student contact functions for CalWORKS students need to be transacted in a welcoming and student service focused location. Given the impacted nature of counseling and the vocational education areas at Los Medanos College, a first floor location, e.g. room 118, could be considered for minor remodeling to accommodate these functions, as well as become a drop in point for students. The relatively minor disruption in other services, the proximity to the assessment center, and to the other Economic Development functions support this move. Ultimately, the 118/119 room complex could house a number of economic development student service functions creating healthy student traffic on the first floor and creating a nexus of functions that mitigate against the isolation of CalWORKS services and students. There might be funding for this in a P.G. & E. grant that was recently offered to the district.

It is very likely that some of the coordination, case management and other services could be located at the three One Stop locations in the Los Medanos College service area: City of Pittsburg site, City of Antioch site, and United Council of Spanish Speaking Organizations (UCSSO) site in Brentwood. Initial planning efforts with the managers of these sites and Social Services are very positive.

### **External Partners**

These ideas were developed in concert with Social Services Division Manager of the Antioch site, Shirley Kalinowski; Kareen Morgan, Division Manager with responsibility for policy and assessment; and Ralph McGee, Financial Manager. They reached a consensus with the LMC staff responsible for CalWORKS proposal development and implementation that these concepts would be recommended for approval to John Cullen, Director of Social Services for Contra Costa County.

### **Curriculum Development**

Curriculum development funds are being set aside (8%) to establish new scheduling and delivery methods as well as new offerings. Job search classes will be offered through the college's regular instructional budget. The occupational education faculty will also engage the developmental/general education faculty to agree upon any core curriculum to be added to their new and existing programs, with an emphasis on basic English, math, and "SCANS" competencies.

**Approved Program List**

The college's occupational education faculty, in conjunction with the Academic Senate and Dean of Occupational Education, are establishing an LMC specific inventory of Social Service Department approved training programs which include scheduling information, total instructional hours including labs and work study, an estimated CalWORKS benefit/support service package, and certificate outcomes to be completed by January 31, 1998. The conceptual agreement is to propose a broad list of programs described by instructional hours, certificate or degree to be attained, duration, LMI, and advanced study options available for Social Service's consideration and approval. Further discussion will need to occur around SIPS and future referrals to specific programs.

**Staff Development**

Staff development of faculty to meet the challenges of this new mandate is necessary including some updating of discipline skills for faculty from select programs (computer networking specialists are one such targeted group).

**Job Development/Placement**

Combining our work study funds with job training and placement activities performed by Social Services, EDD, PIC, and other job placement/development agencies will give Los Medanos College students a competitive edge in securing internships, transitional positions, and real experience needed for permanent placement.

The increased job placement activities of Social Services and those available through the ONE STOP will be fully utilized before initiating new job development and placement staff. Redundancy, duplication of services and competition are to be avoided. It is hoped that the college can forge a new partnership between traditional job placement activities and the college's training programs (including CalWORKS work study funds).

**Child Care**

The first priority of LMC's CalWORKS program will be to offer appropriate levels of childcare to our current students (SIPs) in approved programs. Providing childcare through the limited number of Monday – Friday openings in the childcare center/program or providing vouchers are the most likely scenarios. The college will respond to the separate RFP for expansion of childcare facilities in the hope of adding preschool care to our existing services. In the event that this is funded, the college's primary delivery mode for childcare services will be the college's own program.

If the college is not funded for facilities expansion, vouchers will be used to assure that students receive adequate childcare support for their training activities. Additionally, the college will consider opening its facilities for weekend care if a need can be established. The child development faculty, childcare center staff, and the Dean of Occupational Education and the appropriate Division Chair are consulting on this portion of CalWORKS.

## **B1: Coordination (continued)**

3. How will services to students be coordinated from the instructional program, child care, work study, job development/job placement, and other special programs and services?

### **Coordinator**

The role of the coordinator is described previously under B1.2.

### **Case Managers**

The role of case manager is described previously under B1.2.

4. Describe the process by which the college will coordinate with the county department of social services to:
- *Develop a memorandum of understanding about the identification and tracking of students to the college, through their educational program, and on into employment; coordination of financial aid, child care, and other supportive services; and other areas where coordination and agreements are needed.*

### **Case Managers**

This proposal envisions LMC case manager(s) who are the direct contact for customers/students. The case managers will coordinate the educational and LMC benefits plans for CalWORKS participants, including childcare and workstudy. These case managers will need to coordinate their service delivery with that of Social Services, the lead agency in this partnership, through the coordinator. Job categories and reporting relationships for these positions need to be established.

### **MIS/Tracking**

TANF funds have been identified as the source of a new and ongoing tracking system to accurately identify SIPs and new referrals to the college. The system will be maintained and operated at the district level for all three of the colleges in the CCCCD. The new system will incorporate the ability to provide accurate information for both the college and Social Services in a real time as needed basis. In order to identify SIPs in a timely fashion so that college staff can make appropriate interventions a separate and immediate study may be needed.

### **Coordinator**

Coordination of LMC's CalWORKS services will require a staff member who is responsible for understanding the programs, regulations, policies, and procedures of Social Services and Los Medanos College. This position which will report to the Dean of Economic Development will assume the responsibility of managing the information exchange between Social Services and LMC for the purpose of tracking students and services delivered. In general, it is assumed that this coordinator will have ongoing contact with the LMC's lead service providers in training programs, childcare, CARE, EOPS, Financial Aid, LMC

Bookstore, Business Office, etc. to insure the delivery of integrated and effective CalWORKS and general college services. Managing the implementation of Work Keys as a LMC/Social Services assessment tool is also planned.

The primary interfaces for this position are case managers at Social Services, including assessment and job placement personnel, case managers at Los Medanos College (TBD), and lead contacts from other East County educational providers. The "Educational Coordinator" could maintain an inventory of available training programs that could include information on funding and support services. Additionally, the coordinator could become the lead in implementing Work Keys as a common assessment tool for education providers in East County creating a common tool and language among trainers, educators, and case managers.

This position could become a dual reporting position to both agencies or it could become a position jointly sponsored by multiple education agencies, e.g. adult education programs, proprietary schools, and ROP, for the purpose of supporting the Social Services training-referral function. Initiating a series of meeting with other education providers through the East County One Stop is a next step for this element of the proposal.

- ***Develop the list of community college programs that lead to employment (Appendix C).***

### **Curriculum Development**

Curriculum development funds are being set aside (8%) to establish new scheduling and delivery methods as well as new offerings. Job search classes will be a part of this. The occupational education faculty will also engage the developmental/general education faculty to agree upon any core curriculum to be added to their new and existing programs.

### **Approved Program List**

The college's occupational education faculty, in conjunction with the Academic Senate and Dean of Occupational Education, is establishing an LMC-specific inventory of Social Service Department-approved training programs which include scheduling information, total instructional hours including labs and work study, an estimated CalWORKS benefit/support service package, and certificate outcomes. The conceptual agreement is to propose a broad list of programs described by instructional hours, degree to be attained, duration, LMI, and advanced study options available for Social Service's consideration and approval. Further discussion will need to occur around SIPS and future referrals to specific programs.

### **Staff Development**

Staff development of faculty to meet the challenges of this new mandate is necessary including some updating of discipline skills for faculty from select programs (computer networking specialists are such targeted group).

The Educational Coordinator could maintain an inventory of available training programs that include information on funding and support services. Additionally, the coordinator could become the lead in implementing Work Keys as a common assessment tool for education providers in East County creating a common tool and language among trainers, educators, and case managers.

This position could become a dual reporting position to both agencies or it could become a position jointly sponsored by multiple education agencies, e.g. adult education programs, proprietary schools, and ROP, for the purpose of supporting the Social Services training-referral function. Initiating a series of meeting with other education providers through the East County One Stop is a next step for this element of the proposal.

***•Develop with the educational providers a county plan for the provision of educational services for CalWORKs recipients (Appendix E).***

**Coordination**

The overall program concept is based on a strong coordination element provided by LMC, and possibly by other educational partners in the future, and directly linked to Social Services and its case management, assessment, and job placement staff. With the agreement of the One Stop Center partners in East County, especially the other education and training providers, coordination of the education and training portion of CalWORKS could be folded into the college's One Stop in-kind contribution and occur in part at the One Stop sites.

The weekly management meeting of instructional and student service administrators who lead the various departments involved in this project will also be used to coordinate responses that cross department lines. The Vice President of the college facilitates these discussions.

**Coordinator**

Coordination of LMC's CalWORKS services will require a staff member who is responsible for understanding the programs, regulations, policies, and procedures of Social Services and Los Medanos College. This position which will report to the Dean of Economic Development will assume the responsibility of managing the information exchange between Social Services and LMC for the purpose of tracking students and delivering services. In general, it is assumed that this coordinator will have ongoing contact with the LMC's lead service providers in training programs, childcare, CARE, EOPS, Financial Aid, LMC Bookstore, Business Office, etc. to insure the delivery of integrated and effective CalWORKS and general college services.

The Coordinator will create an LMC CalWORKS inventory that estimates available benefits in childcare and workstudy per program. Managing the



implementation of Work Keys as a LMC/Social Services assessment tool is also planned.

The primary interfaces for this position are case managers at Social Services, including assessment and job placement personnel, case managers at Los Medanos College (TBD), and lead contacts from other East County educational providers. The "Educational Coordinator" could maintain an inventory of available training programs that could include information on funding and support services. Additionally, the coordinator could become the lead in implementing Work Keys as a common assessment tool for education providers in East County creating a common tool and language among trainers, educators, and case managers.

This position could become a dual reporting position to both agencies or it could become a position jointly sponsored by multiple education agencies, e.g. adult education programs, proprietary schools, and ROP, for the purpose of supporting the Social Services training-referral function. Initiating a series of meeting with other education providers through the East County One Stop is a next step for this element of the proposal.

***•Develop a referral process of students from the county welfare department to the college.***

**Early Contacts**

Through dialogue with Social Services staff, Los Medanos College's earliest contact with new potential students has been identified. In the Social Service Job Search/Job Club functions, the college can become a primary provider of instruction and can initiate its relationship with Social Service case managers and potential students. Post-Job Club, and as a late part of the Social Service assessment process, Los Medanos College can offer the Work Keys assessment for those "customers" who are ready for education/training referrals.

**MIS/Tracking**

TANF funds have been identified as the source of a new and ongoing tracking system to accurately identify SIPs and new referrals to the college. The system will be maintained and operated at the district level for all three of the colleges in the CCCCDC. The new system will incorporate the ability to provide accurate information for both the college and Social Services in a real time as needed basis. In order to identify SIPs in a timely fashion so that college staff can make appropriate interventions a separate and immediate study may be needed.

**Coordinator**

Coordination of LMC's CalWORKS services will require a staff member who is responsible for understanding the programs, regulations, policies, and procedures of Social Services and Los Medanos College. This position which will report to the Dean of Economic Development will assume the responsibility of

managing the information exchange between Social Services and LMC for the purpose of tracking students and delivering services. In general, it is assumed that this coordinator will have ongoing contact with the LMC's lead service providers in training programs, childcare, CARE, EOPS, Financial Aid, LMC Bookstore, Business Office, etc. to insure the delivery of integrated and effective CalWORKS and general college services.

The Coordinator will create an LMC CalWORKS inventory that estimates available benefits in childcare and workstudy per program. Managing the implementation of Work Keys as a LMC/Social Services assessment tool is also planned.

The primary interfaces for this position are case managers at Social Services, including assessment and job placement personnel, case managers at Los Medanos College (TBD), and lead contacts from other East County educational providers. The "Educational Coordinator" could maintain an inventory of available training programs that could include information on funding and support services. Additionally, the coordinator could become the lead in implementing Work Keys as a common assessment tool for education providers in East County creating a common tool and language among trainers, educators, and case managers.

This position could become a dual reporting position to both agencies or it could become a position jointly sponsored by multiple education agencies, e.g. adult education programs, proprietary schools, and ROP, for the purpose of supporting the Social Services training-referral function. Initiating a series of meeting with other education providers through the East County One Stop is a next step for this element of the proposal.

### **Case Managers**

This proposal envisions LMC case manager(s) who are the direct contact for customers/students. The case managers will coordinate the educational and LMC benefits plans for CalWORKS participants, including childcare and workstudy. These case managers will need to coordinate their service delivery with that of Social Services, the lead agency in this partnership, through the coordinator. Job categories and reporting relationships for these positions need to be established.

- ***Create an advisory committee or coordinating committee that would meet regularly to provide coordination between the college and the county.***

This committee should approximate the following membership and adhere to the principle that the college and the Social Services Department are equal partners:

Division Manager of the Antioch site of Social Services or designee; Vice President of Los Medanos College or designee; CalWORKs Education

Coordinator; LMC EOP&S or CARE Coordinator; Dean of Occupational Education and Child Care; an Academic Senate representative; LMC and Social Services case management representatives; LMC Researcher, and interested On Stop partners, e.g. adult education and job development representatives.

**5. Describe the college committee that will oversee the planning and implementation of the CalWORKs program. Who will be participating on the committee?**

The ad hoc committee that can act in an advisory capacity to the college during the initial planning of the CalWORKs program should be subcommittee of the above referenced committee. Primarily the LMC parties, supported by a Social Services representative (and educational partners from the One Stop), can review the initial plan that the Office of Economic Development will have responsibility to implement. The Office of Economic Development will have the primary responsibility for implementation, reporting to LMC's Vice President. Longer range consultation can occur within the LMC/Social Services advisory committee.

**6. How will the college coordinate its activities with other organizations such as EDD, Private Industry Council, business and industry, adult education and ROCP, the Housing Authority, One Stop Career Centers, and other community organizations?**

The prominent partnerships established in the One Stop will provide the college with an important forum to coordinate much of this work. The college is a member of the One Stop management team in East Contra Costa County. The shared coordinator with Social Services and other One Stop education/training providers is also critical. The college, through the Office of the President is planning a forum in 97-98 with its public and nonprofit partners to coordinate this and other efforts. Finally, Social Services will bring its status as a Contra Costa County agency to broker the college's partnerships with other County agencies such as the Housing Authority.

**Appendix F: Part B2**  
**Plan for CalWORKS Funding: Coordination**

In the space below, outline objectives and activities for the use of these funds for coordination of the CalWORKs program. Attach additional sheets as necessary.

Objective	Activity	Timeline	Cost
Coordination of the CalWORKS services, personnel and budget (including TANF funds and services). Maintain clear communication with Social Services and internal LMC partners.	Coordinate service delivery with external partners at Social Services and the One Stop Centers. Coordinate the internal services available for CalWORKS students, both universal and CalWORKS funded. Monitor budget, accountability system, service delivery structure, and communication system.	1/98 - 6/98	<b>\$31,704</b> Certificated salary and benefits <b>\$7,020</b> Classified salary and benefits <b>\$6,063</b> Supplies <b>\$2,500</b> Computer and accessories
Implement a common assessment tool for vocational programs and Social Services.	Enter into an agreement with ACT to become a Work Keys Assessment Center, including authorization, training two profilers, and computer hardware/software.	1/98 - 3/98	<b>\$8,500</b>
Establish an ongoing case management system for CalWORKS students.	Establish the college system for direct contact for CalWORKS students with LMC case managers. Coordinate meetings among Social Services and LMC case managers' representatives for effective delivery of unduplicated services. Manage the delivery of college services and interventions at the individual student / customer level.	1/98 - 6/98	<b>\$20,000</b> Salary and benefits
			<b>Total cost                      \$75,787</b>

## **C1: Job Development/Job Placement**

**Describe how the college is going to provide job development/job placement services for CalWORKs recipients by addressing the following questions. These questions must be answered whether or not you utilize any of the CalWORKs funding for this purpose. Also, complete the attached chart (C2) to outline how you are going to utilize the funding to achieve these objectives. Attach additional sheets as needed.**

- 1. How is the college going to develop placements for work/study jobs that will provide practical experience in the student's educational program?**

The work activities coordinator, working with our faculty, program advisory associations and available job development services from social services, One Stops, and EDD will identify employers willing to hire and/or work with our students and develop cooperative work experience contracts that will ensure activities meet the performance objectives of the educational program.

- 2. How does the college intend on providing expanded work experience, internships, and/or community service opportunities for CalWORKs students? Attach additional sheets as needed.**

The work activities coordinator working with the program faculty and advisory board members, will identify work sites on campus and off campus related to the students training and will develop additional internships and/or community service activities as appropriate.

- 3. How is the college going to provide career education and job preparation skills instruction to CalWORKs participants?**

All CalWORKs students will be required to attend a counseling/advising session, prior to program completion, that will outline the career ladder and growth potential, including additional training requirements of the particular occupational program in which the student is enrolled.

The work activities coordinator will ensure that all students in training programs will attend a series of workshops designed to help maximize the benefits of their training by helping them develop job seeking, interview and resume writing skills that will highlight the skill attained in their training.

- 4. How is the college going to place CalWORKs recipients into employment when they finish their educational program? How is the college going to coordinate with the county welfare department, EDD, One Stop Career Centers, and other organizations in placing students into employment?**

The work activities coordinator will maintain ongoing contacts and meetings with all interested organizations/services and our campus placement office to ensure that all completing students are available for interview for all available jobs openings.

The work activities coordinator will also do a follow up with all employers hiring our students through cooperative work experience to ensure that the student transitions smoothly from training to employment and that any skills deficiencies are identified and corrected.

- 5. How is the college going to coordinate tracking former students into employment and compiling employment outcome information for CalWORKs students? How is the college going to coordinate obtaining this outcome data with EDD, One-Stop Career Centers, the county welfare department, and other organizations?**

Our student tracking database will permit us to compile any information needed/required, in addition to providing any requested reports. We also expect to periodically compare our database to EDD and Social Services data to ensure its accuracy and allow for correction of discrepancies. We will also ensure that our database is compatible with the One Stops and includes many of the same elements.

- 6. How is the college going to coordinate the job placement/job development services with instruction, work/study, the case management team, and other programs/offices on campus?**

The work activities coordinator will be expected to take a case management approach to his/her assigned case load and continually meet and update the case management team with respect to students' progress both during training and after placement.

## **Part D: Work/Study**

**Describe how the college intends to create and administer the work/study program for CalWORKs students by answering the following questions. Attach additional sheets as necessary. Colleges should be prepared to summarize on a semester basis, how many students were served in the program and the number of hours they participated.**

- 1. How will the office responsible for administering the program coordinate with the office responsible for developing the job placements?**

We expect to have a database of all referred CalWORKs students that will be continually updated with program completion benchmarks. When the student has successfully completed 75% of the program, an initial contact will be made by the work activities coordinator with the job placement office identifying the student and providing a projected completion date. We expect that these informational meetings and providing of names and completion dates will occur at least once a week.

- 2. How will the office responsible for administering the program coordinate with the case manager who will know how many hours of work/study are needed for the student to meet their CalWORKs work requirement?**

This information will be developed and communicated by the case manager upon initial referral of student or as soon as practical/required and will become a permanent field on our database tracking system. This information/data will be considered when developing the student's educational plan.

- 3. Estimate the number of students that will be served by the work/study program.**

80-100

Appendix : Part C2  
Plan for CalWORKS Funding:  
Job Development/Job Placement

In the space below, outline objectives and activities for the use of these funds for job development/job placement. Attach additional sheets as necessary.

Objective	Activity	Timeline	Cost
The work activities coordinator will develop a network of employers to participate in the work experience and hiring of our trained clients. We expect a minimum of 95% placement rate.	The work activities coordinator will meet and obtain employer contacts through the One Stop Centers, Social Services, Program Advisory Boards, faculty and direct job development.	This will be an ongoing activity that will start no later than January 1998.	\$16,489.00
Objective	Activity	Timeline	Cost
We will develop a data base that will be compatible with the Social Services data base for tracking 100% of our clients.	Our MIS office will write computer programs after meeting with Social Services staff and EDD to ensure that computer software will be compatible and cover all necessary elements.	The program will be completed no later than January 1998.	\$1,000.00
Objective	Activity	Timeline	Cost
To ensure that a minimum of 95% of our clients participate in a work experience component as part of their training completion and transition to full employment.	Faculty in cooperation with the work activities coordinator and employer will develop an educational plan to meet the educational needs of the client and the expectations of the employer.	These will be ongoing activities that will begin as the client is declared ready by the faculty for this	\$163,233.00